



Instructions for Nonpoint Source Program Fact Sheets Effective March 2005

The following instructions serve as a guide for the completion of the Nonpoint Source Program fact sheet template, available online at www.michigan.gov/deqnonpointsourcepollution, then click on Grant Recipient Information, and Project Fact Sheet Template.

General Instructions:

All projects funded with Nonpoint Source program funds (319, 604(b), Clean Michigan Initiative Nonpoint Source, Clean Michigan Initiative Clean Water Fund, etc.) must submit a fact sheet on the Nonpoint Source Program template. All fact sheets must include the information included at the top of the template, including the Nonpoint Source Program logo, contact information, grant name, etc. All projects must also include a project description, a map of their project area, and all information included in the rest of the boxes on the template where applicable to the project. We recognize that each project is different, so if certain box/pieces of information do not apply, delete the box and restructure the page.

Numerous examples of completed fact sheets are online at the above web page, then, under Information and Education, click on Nonpoint Source Fact Sheets.

Please note that throughout the fact sheet template, various text formatting is in place to assist you as much as possible. **All formatting, including size and the font itself, should be identical to the formatting found on the template** for a consistent look throughout the Program and for readability.

We are not "married to" all the boxes as they are, so if you can use Word or Pagemaker 7.0 (or earlier) to wrap text so the template is not so boxy, by all means do so.

If boxes must be resized or deleted, please rearrange the items on the page so that they are well organized and neat looking. The layout and position of the various boxes does not have to be exactly as it appears on the template, rather, items should be placed to allow for a neat, finished product.

When you are finished with your fact sheet, save the document in Word or you may use Pagemaker 7.0 or earlier. Do not save it as a PDF file until the DEQ has reviewed and approved it for posting online.

Specific instructions:

1. The Nonpoint Source program logo must appear at the top left of each fact sheet, along with the funding source, organization name and contact information. The organization's logo is optional but encouraged.

2. For the two [Funding Source lines at the top left of the page, choose from:

Clean Michigan Initiative
Nonpoint Source Grant

Clean Michigan Initiative
Clean Water Fund Grant

Federal Clean Water Act
Section 319 Grant

Federal Clean Water Act
Section 604(b) Grant

(If other funding source, please contact your DEQ Project Administrator for guidance).

2. Add the tracking code at the top, OR as part of the footer.

3. Insert the Organization information on the right side, along with the logo (optional).

4. Add the project background information. For smaller watersheds, include what the waterbody drains into (if not obvious), and, for smaller projects, include the water quality issues, the goal of the project and one or two sentences about what the project accomplished. Example summaries are online.

5. Add the grant amount, match amount and total project amount. **Please round to the nearest 100 dollars.** Rounding encourages a neat look and limits excessive detail. The dollar amount reported should be **based on the final project amounts.** In other words, if additional match was earned, include this in the totals. If the project under spent the contractually awarded grant funds, use the final amount that was spent, rather than the grant award.

6. Add BMP data as summary statements. For example: 2,365 linear feet stream bank stabilized, 3 livestock crossings installed, 10 conservation easements.....

7. Add pollutant load reduction data. **When reporting pollutant load reduction data**, please include sediment reduced in TONS, phosphorus reduced in POUNDS and nitrogen reduced in POUNDS.

Note: The final check in reviewing fact sheets involves NPS Central staff checking the data on the fact sheet against the data in the nonpoint source grants database, so **please make sure the BMP data and pollutant values on your fact sheet agree with the data you provided to the DEQ as part of your status reporting efforts.**

8. Follow the directions in the template to add a project map showing the location of your watershed. Remember that other people outside your project area, and even outside of the state of Michigan, need to know the location of your project. If you have a good map already on hand, please use it as your **first option**. If you do not have a good map of your watershed, please use the links provided to the EPA website and include a map from that location. Your fact sheet should include a map showing where in Michigan the project is located, as well as a second map showing detail of the specific watershed addressed by the project. For an example of the type of maps desired, please follow this link:

http://www.michigan.gov/documents/deq/ess-nps-fs-black-river-planning_207931_7.pdf

9. Add the partners involved.

10. If space allows, add any image of the project that exemplifies work that was performed as part of this grant project. You may also want to rearrange the boxes to provide more white space.

The second page of the fact sheet:

The second page was designed for before and after photos, which are a requirement for any NPS project implementing BMPs. If your project didn't implement BMPs you may include other photos (of, perhaps, monitoring efforts, cleanup, photos of the watershed). Include only the photos that apply and arrange them on the page to best maximize the space given.

Examples of various projects: www.michigan.gov/deqnonpointsourcepollution; under Information/Education, click on Nonpoint Source Project Fact Sheets.

- Ann Arbor District Library: Innovative Storm Water BMPs
- Boardman River Protection Project (easements)
- City of Dearborn Illicit Connections grant
- Grand Traverse Bay Watershed Center (Database Grant)
- Huron River Stormwater Demonstration Park (innovative BMPs)

- There are also several watershed planning project fact sheets online as well.

Final review:

Please take the time to review your fact sheet when finished to ensure all the necessary information has been included. The DEQ reserves the right to edit any and all fact sheets that are submitted, but will discuss any such changes with the grantee before posting the final fact sheet online. If you have any questions about these fact sheets, contact Amy Peterson at 517-373-2037.